

CODE OS/D-1

~~CONFIDENTIAL~~

OFFICE OF SECURITY

Assistant Director for Security

Grade P-8

1. As authorized by the National Intelligence Authority, formulates and disseminates coordinated Federal security policies and procedures pertaining to the safeguarding of classified information and matter of the departments and agencies of the United States Government in the interest of national security.
2. Prescribes and supervises the implementation of the overall security policies and procedures for the Central Intelligence Group designed to insure, on a world-wide basis, the control and safeguarding of intelligence information and intelligence, particularly that received from sensitive sources, and the security of operations, personnel, equipment and installations of the Central Intelligence Group.
3. As authorized by the National Intelligence Authority, formulates coordinated Federal censorship policies and procedures for implementation in the event of a future emergency or state of war.
4. Upon request by appropriate offices of the Central Intelligence Group, determines the reliability of sources or the credibility of information furnished to the Central Intelligence Group.
5. Acts as agency of the Director of Central Intelligence, in collaboration with the Advisory Council, for the security coordination of all public relations, press or similar releases and other publicity matters pertaining to the Central Intelligence Group.
6. Coordinates, in conjunction with appropriate offices of the Central Intelligence Group, matters relative to the technical security activities of the departments and agencies of the Federal Government in the fields of secret means of communication, radio direction-finding equipment and techniques, sabotage materials and techniques and related subjects.

~~CONFIDENTIAL~~

OFFICE OF SECURITY

Deputy Assistant Director for Security

Grade P-7

1. Performs duties prescribed by the Assistant Director for Security and acts for him in his absence, assuming fully the responsibility of the office.
2. In addition and more specifically, he exercises supervision over and coordinates the activities of the several Branches and supervises liaison with intelligence agencies of the participating government departments to coordinate security measures to insure uniformity of purpose and to eliminate or coordinate conflicting activities.
3. Travels, as necessary, in connection with his coordinating and liaison functions.
4. Approves papers submitted by the Branch Chiefs for the signature of the Assistant Director.

~~CONFIDENTIAL~~

CODE OS/D-3

Approved For Release 2001/09/03 : CIA-RDP78-04007A000100040013-3

~~CONFIDENTIAL~~

29 October 1970

OFFICE OF SECURITY

Administrative Assistant
(Secretary to Assistant Director for Security)

Grade CAF-7

1. Supervises the control of incoming and outgoing mail.
2. Gives necessary information to proper persons and directs to appropriate officials.
3. Receives telephone calls and visitors.
4. Maintains schedules of appointments and conferences.
5. Prepares agenda for meetings.
6. Supervises maintenance of Assistant Director's official files.
7. Assists in preparation of drafts of correspondence, memoranda and reports relating to progress, plans and procedures in connection with operations of the office.
8. Prepares routine correspondence on own responsibility.
9. Supervises stenographic activity of office.

~~CONFIDENTIAL~~

Approved For Release 2001/09/03 : CIA-RDP78-04007A000100040013-3

CODE OS/D-4

~~CONFIDENTIAL~~

29 October 1946

OFFICE OF SECURITY

Clerk-Stenographer
(Secretary to Deputy Assistant Director)

Grade GAF-5

1. Takes and transcribes dictation, consisting of correspondence, memoranda, reports, etc. of a technical and non-technical nature, relating to plans and procedures involved in operations of the office.
2. Maintains schedules of appointments and conferences.
3. Receives telephone calls and visitors.
4. Gives routine information to proper persons and directs them to appropriate officials.
5. Receives and maintains control of incoming and outgoing mail.

OFFICE OF SECURITY

Executive

Executive Officer, Assistant Director for Security

Grade P-6

1. Supervises executive functions pertaining to the administration of office, personnel and services.
2. Directs and coordinates the activities of the Assistant Executive Officer and the Executive Staff.
3. Is responsible for personnel recruitment and proper correlation of personnel function within the Office of Security.
4. Approves and signs directives to the Staff of the Office of Security in connection with its administration.
5. Plans administrative policy and procedures for the Office of Security.
6. Interpret and supervise the operation of Central Intelligence Group Administrative procedures within the Office of Security.
7. Supervises the preparation of the duty and security rosters for the Office of Security.
8. Is responsible for orientation and training of new personnel.

~~CONFIDENTIAL~~

CODE 05/E-2

29 October 1946

OFFICE OF SECURITY

Executive

Assistant Executive Officer

Grade P-5

1. Is directly responsible for the executive functions of the Office of Security, including personnel and office services.
2. Coordinates the activities of the executive staff in compliance with policies laid down by the executive officer.
3. Prepares drafts of directives to the staff of the Office of Security in connection with its administrative procedures.
4. Drafts for the approval of the Executive, duty and security rosters for the Office of Security.
5. Is responsible to the executive for the proper orientation and training of new personnel.
6. Supervises maintenance of supplies.
7. Supervises the distribution of papers and mail within the Office of Security.

~~CONFIDENTIAL~~

29 October 1946

OFFICE OF SECURITY

Executive

Administrative Assistant and Secretary to Executive Officer

Grade CAF-6

1. Takes and transcribes dictation consisting of confidential correspondence, memoranda and reports of a technical and non-technical nature relating to policies and procedures of the Executive.
2. Supervises the maintenance of schedules of appointments and conferences.
3. Receives telephone calls and visitors.
4. Supplies information to callers and directs them to appropriate officials.
5. Supervises the receipt and distribution of incoming and outgoing mail of the Office of Security.
6. Supervises the maintenance of the administrative files.
7. Assists in the orientation and training of new personnel.

~~CONFIDENTIAL~~

CODE CS/E-1&5

29 October 1946

OFFICE OF SECURITY

Executive

Clerk-Typist

Grade CAF-3

1. Responsible for the direct maintenance of administrative filing.
2. Maintains log of incoming and outgoing correspondence.
3. Takes and transcribes dictation, both technical and non-technical.
4. Assists in the maintenance of general files of the Executive.
5. Does general typing as requested and other clerical duties.

CONFIDENTIAL

CODE OS/P-1

29 October 1946

OFFICE OF SECURITY

Policy Branch

Branch Chief

Grade P-7

1. As authorized initially by the National Intelligence Authority and under general direction of the Assistant Director assumes responsibility for the formulation and dissemination of coordinated Federal security policies and procedures pertaining to the safeguarding of classified information and matter of the Departments and agencies of the United States Government in the interest of national security.
2. Prescribes the overall security policies and procedures for the Central Intelligence Group designed to insure, on a world-wide basis, the control and safeguarding of intelligence information and intelligence, particularly that received from sensitive sources, and the security of operations, personnel, equipment and installations of the Central Intelligence Group.
3. Maintains and supervises liaison with the participating departments with a view to coordinating policies affecting the security of the foreign operations of the Central Intelligence Group and the participating departments.
4. Supervises and coordinates the activities of the Chiefs of the Federal Security Policies Division and the Central Intelligence Group, Security Policy Division.
5. Approves policy papers submitted to him by the division chiefs for the signature or approval of the Director of Central Intelligence Group and the Assistant Director for Security.
6. As necessary to the performance of his duties, performs and directs travel to installations and fields of operation of CIG and the participating departments to observe the extent to which policies are effective in the interests of the national security.

CODES OS/P-2

29 October 1946

OFFICE OF SECURITY

Policy Branch

Chief, Federal Security Policy Division

Grade P-7

1. Subject to the general supervision of the Chief, Policy Branch, and as authorized by the National Intelligence Authority, formulates and disseminates coordinated Federal security policies and procedures pertaining to the safeguarding of classified information and matter of the Departments and agencies of the United States Government in the interest of national security.

✓ 2. Maintains and supervises liaison with, and coordinates the policies of, the departments and agencies of the United States Government relating the following:

a. The declassification of documents;

b. Top secret control procedures;

c. Security clearances of officials to receive certain classified materials from the Central Intelligence Group, State, War and Navy Departments, and the Joint Chiefs of Staff;

✓ d. Conversion of security regulations from emergency to non-emergency conditions and, if necessary, vice versa.

✓ 3. Supervises surveys of security measures in effect in the Federal departments and agencies to safeguard intelligence information and intelligence, particularly that received from sensitive sources, and recommends any necessary corrective action.

4. Coordinates and directs the activities of the personnel of his Division.

5. Approves policy papers for submission to the Branch Chief and higher authority.

CODE OS/P-3

29 October 1946

OFFICE OF SECURITY

Policy Branch

Chief, CIG Security Policy Division

Grade P-7

1. Under the general supervision of the Branch Chief, prescribes the overall security policies and procedures for the Central Intelligence Group designed to insure, on a world-wide basis, the control and safeguarding of intelligence information and intelligence, particularly that received from the sensitive sources, and the security and operations, personnel, equipment and installations of the Central Intelligence Group.
2. Maintains and supervises liaison with and coordinates the policies of the several offices within the Central Intelligence Group relating to the following:
 - a. The declassification of documents;
 - b. Top secret control procedures;
 - c. Security clearances of officials to receive certain classified materials from the Central Intelligence Group.
 - d. Conversion of security regulations from emergency to non-emergency conditions and vice versa.
3. Within the Central Intelligence Group supervises surveys of security measures in effect at the Federal departments and agencies to safeguard intelligence information and intelligence, particularly that received from sensitive sources, and recommends any necessary corrective action.
4. Coordinates and directs the activities of the personnel of his Division.
5. Approves policy papers for submission to the Branch Chief and higher authority.

CODE OS/P-4

29 October 1946

OFFICE OF SECURITY

Policy Branch

Assistant Chief, Federal Security Policy Division

Grade P-6

1. Under the direction of the Chief, Federal Security Policy Division drafts and assists in the formulation of coordinated Federal security policies and procedures pertaining to safeguard of classified information and matter of the Departments and agencies of the United States Government in the interest of national security.

2. Under direction of the Division Chief, maintains liaison with and coordinates the policies of the Departments and agencies of the United States relating to the following:

- a. The declassification of documents;
- b. Top secret control procedures;
- c. Security clearances of officials to receive certain classified materials from the Central Intelligence Group, State, War and Navy Departments, and the Joint Chiefs of Staff;
- d. Conversion of security regulations from emergency to non-emergency conditions and, if necessary, vice versa.

3. Conducts surveys of security measures in effect in the Federal departments and agencies to safeguard intelligence information and intelligence, particularly that received from sensitive sources, and recommends any necessary corrective action.

4. Coordinates the activities of the Division personnel.

5. Drafts and submits policy papers to the Division Chief for approval.

CODE OS/P-5

29 October 1946

OFFICE OF SECURITY

Policy Branch

Assistant Chief, CIG Security Policy Division

Grade P-6

1. Under the direction of the Chief, CIG Security Policy Division, drafts and assists in the formulation of the overall security policies and procedures for the CIG designed to insure, on a world-wide basis, the control and safeguarding of intelligence information and intelligence, particularly that received from sensitive sources, and the security and operations, personnel, equipment and installations of the Central Intelligence Group.
2. Maintains liaison with and coordinates the policies of the several branches within the Central Intelligence Group relating to the following:
 - a. The declassification of documents;
 - b. Top secret control procedures;
 - c. Security clearances of officials to receive certain classified materials from the Central Intelligence Group.
 - d. Conversion of security regulations from emergency to non-emergency conditions and vice versa.
3. Within the Central Intelligence Group, conducts surveys of security measures in effect at the Federal departments and agencies to safeguard intelligence information and intelligence, particularly that received from sensitive sources, and recommends any necessary corrective action.
4. Coordinates the activities of the division personnel.
5. Drafts and submits policy papers to the Division Chief for approval.

CODE OS/P-6

29 October 1946

OFFICE OF SECURITY

Policy Branch

Administrative Assistant and Secretary to Branch Chief

Grade CAF-6

1. Takes and transcribes dictation of highly classified correspondence, memoranda and reports of a technical and non-technical nature of involving policies and procedures of the Policy Branch.
2. Supervises the maintenance of schedules of appointments and conferences.
3. Receives telephone calls and visitors.
4. Supervises reception activities.
5. Supervises the receipt and distribution of incoming and outgoing mail of the Branch.
6. Supervises the maintenance of the Branch files.
7. Assists in the preparation of agenda of meetings, etc.

CODE OS/P-7&8

29 October 1946

OFFICE OF SECURITY

Policy Branch

Federal Security Policy Division

Clerk-Stenographer (2)

Grade CAF-5

1. Takes and transcribes dictation for classified and unclassified correspondence, memoranda and reports of a technical and non-technical nature relating to plans and procedures involved in the operation of the Division.
2. Maintains schedules of appointments and conferences.
3. Receives telephone calls and visitors.
4. Gives routine information to proper persons and directs them to appropriate officials.
5. Receives mail and control distribution.
6. Is responsible for and maintains office files.

CODE OS/P-9 & 10

29 October 1946

OFFICE OF SECURITY
CIG Security Policy Division
Clerk-Stenographer

Grade CAF-5

1. Takes and transcribes dictation of classified and unclassified correspondence, memoranda and reports of a technical and non-technical nature relating to plans and procedures involved in the operation of the Division.
2. Maintains schedules of appointments and conferences.
3. Receives telephone calls and visitors.
4. Gives routine information to proper persons and directs them to appropriate officials.
5. Receives mail and controls distribution.
6. Is responsible for and maintains office files.

~~CONFIDENTIAL~~

CODE OS/C-1

29 October 1946

OFFICE OF SECURITY

Censorship Planning Branch

Chief, Censorship Planning Branch

Grade P-7

1. As authorized by the National Intelligence Authority, formulates coordinated Federal censorship policies and procedures for implementation in the event of a future emergency or state of war.
2. Supervises and maintains liaison with other government departments and agencies, as applicable, with a view to ascertaining their censorship problems during the recent war and any problems they may anticipate in a possible future emergency.
3. Directs and coordinates the activities of the Chiefs of the Postal, Telecommunications, Travelers and Prisoners of War, and Internees Divisions.
4. Approves policy papers submitted to him by the Division Chiefs for signature or approval of the Director, CIG or the Assistant Director for Security.
5. As necessary to the determination of physical and policy censorship problems, travels to possible operational sites or to conferences with experts in the field of censorship.

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

CODE OS/C-2

29 October 1946

OFFICE OF SECURITY

Censorship Planning Branch

Chief, Postal Division

Grade P-6

1. Under the general direction of the Branch Chief, supervises the preparation of studies and papers in regard to formulation of coordinated Federal postal censorship policies and procedures for implementation in the event of a future emergency or state of war.
2. Coordinates and directs the activities of the personnel of the Postal Division.
3. Approves policy papers submitted to him for subsequent consideration by the Branch Chief and higher authority.
4. As necessary, and as directed by the Branch Chief, performs travel to determine facilities of personnel and accommodation available for the possible implementation of postal censorship policies in the event of emergency.

Note: Temporarily, or possibly permanently, as determined by future operations and needs, performs concurrently the functions listed for the Chief, Travelers Division (CODE OS/C-4).

~~CONFIDENTIAL~~

OFFICE OF SECURITY

Censorship Planning Branch

Chief, Telecommunications Division

Grade P-6

1. Under the general direction of Branch Chief, supervises the preparation of studies and drafts leading to the formulation of coordinated Federal policies and procedures on telecommunications censorship for implementation in the event of a future emergency or state of war.

2. Coordinates and directs the activities of the personnel of the Telecommunications Division.

3. Approves policy papers submitted to him for subsequent consideration by the Branch Chief and higher authority.

4. As necessary and as directed by the Branch Chief, performs travel to determine facilities and personnel available for the possible implementation of telecommunications censorship policies in the event of emergency.

Note: Temporarily, or possibly permanently as determined by future operations and needs, performs concurrently the duties listed for the Chief, Prisoners of War and Internees Division. (Code OS/G-5)

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

29 October 1940

OFFICE OF SECURITY

Censorship Planning Branch

Chief, Travelers Division

Grade P-6

1. Under the general direction of the Branch Chief, supervises the preparation of studies and drafts leading to the formulation of coordinated Federal policies and procedures for the censorship of papers and documents carried by travelers for implementation in the event of a future emergency or state of war.

2. Coordinates and supervises activities of the personnel of the Travelers Division.

3. Approves policy papers submitted to him for subsequent consideration by the Branch Chief and higher authority.

4. As necessary, and as directed by the Branch Chief, performs travel to determine facilities and personnel available for the possible implementation of travelers documents censorship policies in the event of emergency.

Note: Above functions to be performed concurrently with his other functions by Chief, Postal Division (CODE OS/C-2) until experience indicates whether an additional person is required to head this Division.

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

CODE OS/C-5

OFFICE OF SECURITY

Censorship Planning Branch

Chief, Prisoner of War and Internee Division

Grade P-6

1. Under the general direction of the Branch Chief conducts studies and prepares drafts leading to the formulation of coordinated Federal policies and procedures for the censorship of communications and other material sent or received by prisoners of war or internees for implementation.

2. Coordinates and supervises activities of the personnel of the Travelers Division.

3. Approves policy papers submitted to him for subsequent consideration by the Branch Chief and higher authority.

4. As necessary, and as directed by the Branch Chief, performs travel to determine facilities and personnel available for the possible implementation of P W and Internee censorship policies in the event of emergency.

Note: The functions are to be performed concurrently with his other functions by the Chief, Telecommunications Division (OS/C-3) until experience indicates whether an additional person is required to head this Division.

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

CODE OS/c-6

29 October 1946

OFFICE OF SECURITY

Censorship Planning Branch

Administrative Assistant and Secretary to Branch Chief

Grade CAF-6

1. Takes and transcribes dictation of highly classified correspondence, memoranda and reports of a technical and non-technical nature regarding policies and procedures of the Censorship Planning Branch.
2. Supervises the maintenance of schedules of appointments and conferences.
3. Receives telephone calls and visitors.
4. Supervises reception activities.
5. Supervises the receipt and distribution of incoming and outgoing mail of the Branch.
6. Supervises the maintenance of the Branch files.
7. Assists in the preparation of agenda for meetings, etc.

~~CONFIDENTIAL~~

CODE OS/C-7

29 October 1946

OFFICE OF SECURITY

Censorship Planning Branch

Postal and Travelers Division

Clerk Stenographer

Grade
CAF-5

1. Takes and transcribes dictation of classified and unclassified correspondence, memoranda and reports of a technical and non-technical nature, relating to plans and procedures involved in the operation of the Division.
2. Maintains schedules of appointments and conferences.
3. Receives telephone calls and visitors.
4. Gives routine information to proper persons and directs them to appropriate officials.
5. Receives mail and controls distribution.
6. Is responsible for and maintains office files.

~~CONFIDENTIAL~~

CODE OS/C-8 OS/C-8

29 October 1946

OFFICE OF SECURITY

Censorship Planning Branch

Telecommunications and PW and Internees Division

Clerk Stenographer

Grade CAF-5

1. Takes and transcribes dictation of classified and unclassified correspondence, memoranda and reports of a technical and non-technical nature, relating to plans and procedures involved in the operation of the Division.
2. Maintains schedules of appointments and conferences.
3. Receives telephone calls and visitors.
4. Gives routine information to proper persons and directs them to appropriate officials.
5. Receives mail and controls distribution.
6. Is responsible for and maintains office files.

~~CONFIDENTIAL~~

CODE OS/S-1

29 October 1946

OFFICE OF SECURITY

Chief, Security Branch

Grade P-7

1. Directs activities to determine, upon request by appropriate offices of the Central Intelligence Group, the reliability of sources or the credibility of information furnished to the Central Intelligence Group.
2. Acts as agency of the Director of the Central Intelligence Group, in collaboration with the Advisory Council, for the security coordination of all public relations or other publicity matters pertaining to the Central Intelligence Group.
3. Coordinates and supervises the activities of the Division Chiefs under his jurisdiction: Chief, Investigation Division; Chief, Public Relations Division; Chief, Records Division.
4. Approves policy papers submitted to him by the Division chiefs for the signature or approval of the Assistant Director for Security or the Director of Central Intelligence.
5. Has overall responsibility for the operations of the investigative service and the techniques and procedures employed by it.
6. As necessary to the performance of his duties, performs and directs travel to determine reliability of sources or the credibility of information.

~~CONFIDENTIAL~~

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CODE OS/S-2

29 October 1946

SECURITY BRANCH

Chief, Investigation Division

Grade P-6

1. Under policies prescribed by the Chief, Security Branch, supervises investigations requested by appropriate offices of the Central Intelligence Group to determine the reliability of sources or the credibility of information furnished to the Central Intelligence Group.
2. Assigns and evaluates the information obtained before release to the requesting office.
3. Directs and coordinates the activities of the special investigators and other personnel of the Division.
4. Under policies prescribed by the Branch Chief performs and directs travel in connection with requested investigations.
5. Approves policy papers submitted to him for subsequent consideration or signature by the Branch Chief or higher authority.

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CODE OS/S-3

29 October 1946

SECURITY BRANCH

Chief, Public Relations Division

Grade P-6

1. Acts, under policies prescribed by the Branch Chief, as the agent of the Director of Central Intelligence (in the collaboration with the Advisory Council) for the security coordination of all public relations, press or similar releases, or other publicity matters pertaining to the Central Intelligence Group.
2. Directs and coordinates the activities of the personnel of the Division.
3. Approves policy papers submitted to him for subsequent consideration or signature of the Branch Chief or higher authority.
4. Under policies prescribed by the Branch Chief, performs and directs travel for the purpose of assuring the security of the public relations of CIG.

CODE OS/S-4

29 October 1946

SECURITY BRANCH

Chief, Records Division

Grade P-5

- Security (what)*
1. Under the general direction of the Chief, Security Branch:
 - a. Maintains records and files relating to the operations of the Security Branch;
 - b. Maintains complete file for reference purposes as to the reliability of sources of information supplies to the Central Intelligence Group.
 - c. Maintains information file on personalities and organizations for reference by the Public Relations Division and other elements of the Central Intelligence Group, in order to determine promptly the background and reliability of persons and organizations seeking contact with or information from the Director of Central Intelligence Group.
 - d. Maintains liaison with participating departments and other agencies, as appropriate, to assure the building up and maintenance of the information provided for above.
 2. Approves policy papers submitted to him for subsequent consideration or signature of the Branch Chief or higher authority.

~~CONFIDENTIAL~~

CODE OS/S-5-7

29 October 1946

SECURITY BRANCH

Investigation Division

Special Investigator (3)

Grade P-5

1. As directed by the Chief of the Division conducts special investigations to determine the reliability of sources or the credibility of information furnished to the Central Intelligence Group.
2. Owing to the frequently clandestine nature of operations must be fully trained to observe and make spot evaluation of information obtained and to know fully the techniques of clandestine security operations.
3. Performs travel to determine the reliability of sources and the credibility information.
4. Prepares detailed reports of his investigation with full preliminary evaluation and assessment of the reliability of the results.

CODE OS/S-8

29 October 1946

OFFICE OF SECURITY

Security Branch

Administrative Assistant and Secretary to Branch Chief

Grade CAF-6

1. Takes and transcribes dictation or highly classified correspondence, memoranda and reports of a technical and non-technical nature of policies and procedures of the Security Branch.
2. Supervises the maintenance of schedules of appointments and conferences.
3. Receives telephone calls and visitors.
4. Supervises reception activities.
5. Supervises the receipt and distribution of incoming and outgoing mail of the Branch.
6. Supervises the maintenance of the Branch files.
7. Assists in the preparation of agenda for meetings, etc.

CODE OS/S-9

29 October 1946

OFFICE OF SECURITY
Investigation Division
Clerk Stenographer

Grade CAF-5

1. Takes and transcribes dictation of classified and unclassified correspondence, memoranda and reports, of a technical and non-technical nature relating to plans and procedures involved in the operation of the Division.
2. Maintains schedules of appointments and conferences.
3. Receives telephone calls and visitors.
4. Gives routine information to proper persons and directs them to appropriate officials.
5. Receives mail and controls distribution.
6. Is responsible for and maintains office files.

CODE OS/S-10

29 October 1946

OFFICE OF SECURITY

Public Relations Division

Clerk Stenographer

Grade CAF-5

1. Takes and transcribes dictation of classified and unclassified correspondence, memoranda and reports, of a technical and non-technical nature, relating to plans and procedures involved in the operation of the Division.
2. Maintains schedules of appointments and conferences.
3. Receives telephone calls and visitors.
4. Gives routine information to proper persons and directs them to appropriate officials.
5. Receives mail and controls distribution.
6. Is responsible for and maintains office files.

CODE OS/S-11

29 October 1946

OFFICE OF SECURITY

Records Division

Clerk Stenographer

Grade CAF-5

1. Takes and transcribes dictation of classified and unclassified correspondence, memoranda and reports, of a technical and non-technical nature, relating to plans and procedures involved in the operation of the Division.
2. Maintains schedules of appointments and conferences.
3. Receives telephone calls and visitors.
4. Gives routine information to proper persons and directs them to appropriate officials.
5. Receives mail and control distribution.
6. Is responsible for and maintains office files.

CODE OS/8-12 & 13

29 October 1946

OFFICE OF SECURITY

Records Division

Clerk-Stenographer (2)

Grade CAF-3

1. Responsible for the direct maintenance of filing system.
2. Maintains log of incoming and outgoing correspondence.
3. Takes and transcribes dictation, technical and non-technical.
4. Assistance in maintenance of files.
5. Does general typing as requested and other clerical duties.

CODE

Approved For Release
05/1-1

~~CONFIDENTIAL~~

A000100040013-3
29 October 1946

OFFICE OF SECURITY

Chief, Technical Branch

Grade P-7

1. Bears primary responsibility for coordinating, in conjunction with appropriate offices of the Central Intelligence Group, matters relative to the technical security activities of the departments and agencies of the Federal Government in the fields of secret means of communication, radio direction finding equipment and techniques, sabotage materials and techniques and related subjects.

2. As necessary to carry out his duties, performs and directs travel to fields of operation of the Central Intelligence Group and participating departments to study latest methods and techniques in clandestine security operations.

3. Coordinates and directs the activities of the chiefs of the divisions of this Branch.

4. Approves policy papers submitted to him by the division chiefs for the signature or approval of the Assistant Director for Security or the Director of Central Intelligence.

~~CONFIDENTIAL~~

CODE OS/T-2

29 October 1946

OFFICE OF SECURITY

Technical Branch

Chief, Communications Division

Grade P-6

1. Is responsible for investigating matters relating to the technical security activities of the departments and agencies of the Federal Government, in particular those involving secret means of communication, radio direction finding equipment, and related subjects, and drafting studies and recommendations in connection therewith designed to coordinate federal practices.

2. Under policies prescribed by the Branch Chief, performs and directs travel to installations in the United States and abroad for the study and coordination of activities in the field of secret communication, radio direction finding equipment, techniques, etc.

3. Coordinates and directs the activities of the personnel of the Communications Division.

4. Approves policy papers submitted to him for subsequent consideration or signature of the Branch Chief or higher authority.

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CODE OS/T-3

29 October 1946

OFFICE OF SECURITY

Technical Branch

Chief, Countersabotage Division

Grade P-6

1. Is responsible for investigating matters relating to the technical security activities of the departments and agencies of the Federal Government, in particular those involving sabotage materials and techniques and related matters, and drafting studies and recommendations in connection therewith designed to coordinate federal practices.
2. Under policy prescribed by the Branch Chief, performs and directs travel to installations in the United States and abroad for the study and coordination of activities in the field of countersabotage.
3. Coordinates and directs the activities of the personnel of the Countersabotage Division.
4. Approves policy papers submitted to him for subsequent consideration or signature of the Branch Chief or higher authority.

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~~CONFIDENTIAL~~

CODE OS/T-4

29 October 1946

OFFICE OF SECURITY

Technical Branch

Administrative Assistant and
Secretary to Branch Chief

Grade GAF-6

1. Takes and transcribes dictation of highly classified correspondence, memoranda and reports, technical and non-technical in nature, of policies and procedures of the Technical Branch.
2. Supervises the maintenance of schedules of appointments and conferences.
3. Receives telephone calls and visitors.
4. Supervises reception activities.
5. Supervises the receipt and distribution of incoming and outgoing mail of the Branch.
6. Supervises the maintenance of the Branch files.
7. Assists in the preparation of agenda for meetings, etc.

~~CONFIDENTIAL~~

CODE OS/T-5

29 October 1946

OFFICE OF SECURITY

Technical Branch

Communications Division

Clerk Stanographer

Grade GAF-5

1. Takes and transcribes dictation of classified and unclassified correspondence, memoranda and reports of a technical and non-technical nature, relating to plans and procedures involved in the operation of the division.
2. Maintains schedules of appointments and conferences.
3. Receives telephone calls and visitors.
4. Gives routine information to proper persons and directs them to appropriate officials.
5. Receives mail and controls distribution.
6. Is responsible for and maintains office files.

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

CODE OS/T-6

29 October 1946

OFFICE OF SECURITY

Countersabotage Division


Clerk Stenographer

Grade CAF-5

1. Takes and transcribes dictation of classified and unclassified correspondence, memoranda and reports of a technical and non-technical nature, relating to plans and procedures involved in the operation of the Division.
2. Maintains schedules of appointments and conferences.
3. Receives telephone calls and visitors.
4. Gives routine information to proper persons and directs them to appropriate officials.
5. Receives mail and controls distribution.
6. Is responsible for and maintains office files.

~~CONFIDENTIAL~~

OFFICE OF COLLECTION AND DISSEMINATION

ADMINISTRATIVE 

25X1A

21 October 1946

SUBJECT: Job Descriptions

The deadlines specified by paragraph 3 of Administrative Memorandum No. 7 are revised to read as follows:

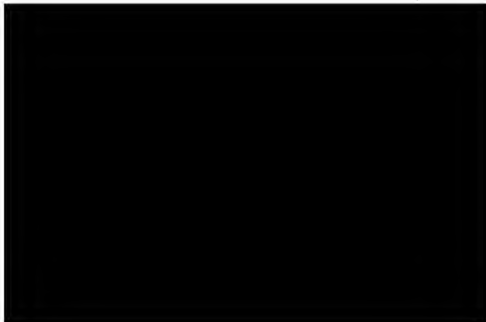
1st priority positions by 24 October. ✓

2nd priority positions by 25 October. ✓

3rd and 4th priority positions by 29 October. ✓

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